

January 30, 2017

Dear Colleagues,

This is a reminder that the CSU Background Check Policy has been updated to provide needed language clarification and to expedite the process. The policy does still require verification of four areas; criminal, employment, education and reference checks. A summary of the key changes are noted below and are effective immediately:

- Student Workers (SA, ISA, TA, GA, and RA) & Volunteers are only required to undergo a background check if it is required by law (*i.e. working with minors, Sworn CSU Police Personnel, Police Officer Cadets & Dispatchers, positions with access to stored criminal offender record information, and positions with access to patients, drugs or medication*). In addition, any student workers or volunteers that have cash handling responsibilities will need to have a criminal background check.
- Any employee (including student workers), consultant, or volunteer with direct contact with minor children must undergo a background check; specifically including fingerprinting.
- Employment verification was changed from verifying past ten (10) years of employment to verifying relevant employment from the past five (5) years.
- "Student Activities" (e.g., clubs, service learning, community engagement, internships, field trips) are not included under this policy and are exempt from the background check requirement.
- One-time services (e.g., public talks, guest lectures, conference presentations) are exempt from the background check requirement.
- Campuses may not conduct credit checks if employees have regular access to less than \$10,000 cash.
- Employees of auxiliaries and outside entities are required to certify that employees in sensitive positions have completed the appropriate background checks.

To address questions regarding Staff and Faculty rehires, reappointments and additional appointments, please be reminded that Background Checks are not required for the following:

- FERP employees, unless they voluntarily move to a position that requires a background check
- Current employees, unless they voluntarily move to a position that requires a background check
- Employees rehired to the same campus who have had a background check performed in the previous 12 months
- Employees re-appointed to the same position at the same campus within 12 months

In addition, we have updated the [background check packages](#) that are available (see attached). Please keep in mind that all four components (criminal, education, employment and reference check) must be completed. The various packages allow departments the discretion of selecting variations in the checks that can potentially save time in the process, while still keeping us in compliance with the policy. For example, packages 3 and 4 enable a department to conduct their own reference checks and submit them to HR.

Lastly, the academic semester started on January 19, 2017 and if the background check has not been completed and cleared, a new faculty member cannot start working unless the [Background Check Limited Exception Form](#) has been submitted and approved by prior to them starting.

For questions, please contact Mika Williamson at x3817 or mika.williamson@csun.edu.

Thank you!
Recruitment Services